



Division of Information Resource Management

Project Identification Code: DIRM-24

Project Leader: Sarah Brooks

For Period 02/16/04 through 02/20/04

PROJECT DESCRIPTION:

The Scope of this project is to develop a detailed set of business/functional requirements for the Division of Public Health (DPH); the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services (DMH/DD/SAS); and the Office of Research, Demonstration, and Rural Health Development (ORDRHD). These requirements can be subsequently used as the basis for implementing a new, fully automated health information system(s) (HIS) to accommodate DPH, DMH/DD/SAS, and ORDRHD business needs. The deliverables produced under this Scope Statement are the early steps in the lifecycle development of a new HIS. DHHS will determine an implementation strategy and schedule after the requirements are fully defined. Implementation could occur in phases and could result in multiple integrated systems rather than one large system.

PROJECT STATUS:

PCG continues to refine the Division-specific functional requirements documents for the HIS. PCG has received limited comments on Version 1.4 of the Division-Specific requirements and has incorporated them into the next version of the document.

PCG has had a change within the project team, and responsibility for the DPH Specific Requirements has been transitioned to Apefa Ashiagbor. Based on feedback from DIRM project management and as an outcome of the Oversight Committee Meeting held on Wed February 18th, the Project work plan has been revised to allow for more detail to be added to the DPH requirements document. As a result of the revised work plan, Version 1.5 of the DPH Document will now be delivered to the State on March 1st.

Highlights of the work plan change are as follows:

- Monday February 23rd – PCG to deliver Requirements V 1.5 Client Care Management and Service Delivery Requirement for DMH/DD/SAS and ORDRHD to the state
- Monday March 1st 2004 - PCG to deliver DPH Specific Requirements V 1.5 Client Care Management and Service Delivery Requirement, including revision of previous document and inclusion of further detail in Scope, HIS Overview, Intake and Eligibility Requirements to the State
- Friday February 27th – Comments due from State on DMH and ORDRHD Requirements V1.5
- Thursday March 4th – Comments due from State on DPH Requirements V1.5

- Monday March 8th – Resume original work plan timeframes for all Division Specific Requirements. Deliver V1.6 for all Divisions - Accounts Receivable, Practice Administration and Financial Data Requirements

In the next project period, PCG will work on the following:

- Update DPH requirements to include additional detail
- Meet with Division stakeholders as necessary to detail Accounts Receivable, Practice Administration and Financial Data Requirements for DMH and ORDRHD
- Obtain additional detail from Divisions for V1.5 as necessary:
 - ORDRHD details on Prior Authorizations – Phone meeting scheduled with Kim Crickmore for 9 a.m. Thursday February 26th
- Receive and incorporate Feedback from Divisions on V 1.5

ACCOMPLISHMENTS THIS PERIOD:

- Conducted Oversight Committee Meeting on Wed Feb 18th
- Meetings held with DMH on Wed Feb 18th to review Division Specific Requirements
- Discussed and finalized transition plan for DPH Requirements with DIRM Project Manager and updated work plan based on feedback and recommendations
- Incorporated State Feedback on DMH Specific Requirements V1.4 into document. No modifications were requested for ORDRHD document
- Updated Requirements V1.5 – Client Care Management and Service Delivery

PLANS FOR NEXT PERIOD:

- Deliver updated Version 1.5 of Division Specific HIS Functional Requirements Document on Feb 23rd 2004
- Revise DPH Specific Requirements V1.5 for delivery March 1st
 - Review all documentation and meeting notes and incorporate available detail
 - Review all comments received to date with DPH project lead and incorporate relevant comments
- Receive Comments from State (DMH/DD/SAS and ORDRHD) on Requirements V1.5

OPEN ISSUES:

- See attached Issues Log

STATUS REPORT DISTRIBUTION LIST:

- **To:** Sarah Brooks/DIRM, Joy Reed/DPH, Rebecca Carina/DMH/DD/SAS, Jeff Harris/ORDRHD, Torlen Wade/ORDRHD, Betty Cogswell , Gary Imes/DMH/DD/SAS, Karen Lumsden/DIRM, Joe Owens/DIRM, Ann Nance/DPH, Michael Schwartz/DMH/DD/SAS, Angela Taylor/DIRM
- **Cc:** Garland Kemper/PCG